

## Administrative Review: Off-Site Module Definitions

**Certification/Determination** - Process used in determining the eligibility status of each student, which includes approving or denying Free and Reduced applications, matching children on the direct certification list, and using the lists from the school district's Homeless or Migrant Liaison.

**Benefit Issuance** - Documentation of meal benefit status conveyed to certified children. A benefit issuance list or master roster of all students and their eligibility status must be maintained.

**Verification** - The process by which the SFA verifies that the eligibility of each student has been correctly determined by requesting documentation to support the income listed on the Application for Free and Reduced Price Meals.

**Meal Counting and Claiming** - The daily process for counting and claiming reimbursable meals based on a student's eligibility category.

**Dietary Specifications and Nutrient Analysis** - Assessing the menu for compliance with calories, saturated fat, trans fat, and sodium guidelines. **This analysis is performed by the State agency; therefore, no information is entered by the sponsor.**

**Resource Management** - Review of the financial situation of the food service account. The district audit and detailed food service account will be

**Civil Rights** - Includes the annual civil rights training, complaint process, non-discrimination statements, and accommodations to ensure all students have equal access to the meal program, regardless of race, color, national origin, age, sex, or disability.

**SFA On-site Monitoring** - Ensures that all schools are meeting program requirements; includes Point of Service (POS) counting reviews. Reviews are performed by February 1 of each year.

**Local Wellness Policy** - District policy that addresses the health and wellbeing of students and the school environment.

**Smart Snacks** - Regulations affecting all food sold in school that is not served as part of the reimbursable meal.

**School Breakfast and Summer Food Service Program Outreach** - Refers to how families are made aware of the school breakfast and summer food program benefits, if offered at that school.

**Special Provisions Options** - Module that is applicable only to schools that are operating Provision 2 or CEP.

### SNP Review Review Forms

Action	Form
<input type="checkbox"/>	Off-site Assessment (13)
<input type="checkbox"/>	SFA Forms (12)
<a href="#">View</a>   <a href="#">Modify</a>	100 - Certification and Benefit Issuance
<a href="#">View</a>   <a href="#">Modify</a>	200 - Verification
<a href="#">View</a>   <a href="#">Modify</a>	300 - Meal Counting and Claiming
<a href="#">View</a>   <a href="#">Modify</a>	600 - Dietary Specifications and Nutrition Analysis
<a href="#">View</a>   <a href="#">Modify</a>	700 - Resource Management
<a href="#">View</a>   <a href="#">Modify</a>	800 - Civil Rights
<a href="#">View</a>   <a href="#">Modify</a>	900 - SFA On Site Monitoring
<a href="#">View</a>   <a href="#">Modify</a>	1000 - Local School Wellness Policy
<a href="#">View</a>   <a href="#">Modify</a>	1100 - Smart Snacks
<a href="#">View</a>   <a href="#">Modify</a>	1600 - School Breakfast and SFSP Outreach
<a href="#">View</a>   <a href="#">Modify</a>	2100 - Special Provision Options